

## CHILD PLACING AGENCY ADOPTIVE PLACEMENT CHECKLIST

**Use of form:** This form is to be used by Bureau of Regulation and Licensing (BRL) Licensing Specialists to review a Child Placing Agency's adoptive placement records under HFS 54. This form may also be used by Child Placing Agencies to ensure compliance with adoptive placement records requirements within HFS 54. Personally identifiable information will only be used to identify individual records.

**Instructions:** Review the facility's adoptive placement records and place a check or date in box under child's name to indicate compliance. Write "N/A" if an item is not applicable.

Name - Child Placing Agency	Address (Street, City, State, Zip Code)
Name - Licensing Specialist	Date - Records Review

### A. Child / Birth Parent Records

1. Name of child				
2. Birthdate				
3. Date of TPR				
4. International adoption				
a. Finalized in sending country				
b. INS approval				
5. Date of placement				
6. Birth parent placement agreement 54.06(2)(a)2,d				
7. Medical authorization 54.04(2)(b)2				
8. Birth parent affidavit 48.433(2)				
9. Birth parent counseling (agency policies)				
10. Medical / genetic forms 54.04(1)(g)13				
11. Adoption Search explained HFS 53; 54.04(g)13				
12. ICWA 54.05(1)				
13. ICPC 48.98				
14. Permanency Plan reviews 48.38; 54.04(g)8				

### B. Adoptive Family Records

1. Name of adoptive family				
2. Adoptive home study 56.06(g)11				
3. Home study updates (agency policies)				
4. Type of adoption				
5. Adoption Assistance explained, if applicable 54.04(1)(g)12				
6. Foster home documentation, if required (see C. below)				
7. Fees (agency policies)				
8. Adoptive Parent Agreement 54.04(1)(f)7				
9. Post-placement services				

**C. Foster Home Records**

1.	Foster Home Application / Agreement 54.06(2)(a)3				
2.	Foster Home Study 54.04(1)(f)7				
3.	Autobiographies (agency policy)				
4.	Foster Home Checklist 54.04(1)(f) 2 and 3				
5.	References 56.04(4)(a) 4 and 5				
6.	Family medical exams 54.04(1)(f)2; 56.04(4)(a)3				
7.	BID, IBIS and DOJ CBC results				
8.	Liability documentation 56.04(4)(a)2.				
9.	Information for Foster Parents HFS 37				
10.	Foster Home License Certificate in file				